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ABSTRACT

Since 1960, an increasing number of books have been written on the theme of test-taking. Prior to that time, such information was found primarily in books concerned with learning and studying. Thirty-five referecnes related to test-taking are described in chronological order beginning with the most recent publication data. (DE)

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THIRTY-FIVE ANNOTATED REFERENCES TO WRITINGS RELATING TO TEST-TAKING APPEARING BETWEEN 1935 and 1970

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The place of examinations in education seems to be reflected in the writings on test-taking during the immediate past three-and-a-half decades. Prior to 1960, nearly all the information on test-taking was couched in books dealing primarily with learning and studying. Within the past decade, an increasing number of books have been concerned primarily with the topic of taking tests.

The thirty-five references that follow have been arranged chronologically, beginning with the most recently published. The most recent reference here is to a study. References that follow are to writings on "how to" take tests; many of these writings contain references to research studies and other sources of information on the topic.

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Wark, David M. and Sue Johnson. "Test Panic, Daydreaming and Procrastination," a paper presented at the Twelfth Annual Conference of the North Central Reading Association, Flint, Michigan, October 31, 1969. To be published in the NCRA Yearbook, in press.

This paper contains a discussion of the potential value of relaxation and desensitization techniques in reducing the anxiety level of students in test-taking and classroom situations. Students in a How to Study course at the University of Minnesota were asked to prepare a hierarchy of anxiety producing items (e.g., first lecture, study text, wake up day of test, enter test room, fail a final). Following a discussion on procrastination, daydreaming, and test panic, they were given instruction in relaxation. In succeeding class sessions, the students were given further instruction in relaxation and, as a group and, in some cases, individually, they received practice in desensitization as related to the hierarchy of the anxiety producing items that each student listed. Some of the practice involves having the students picturing themselves successfully coping with the lesser anxiety-producing situations indicated on their lists. The results appeared to indicate that students can be helped individually and in groups to reduce their levels of anxiety in test-taking and classroom situations. Contains bibliography.

Lindgren, Henry Clay. The Psychology of College Success. New York: John Wiley & Sons, Inc., 1969, 141 pp.

Chapter entitled "Learning: An Adventure in Communication (II) Output" contains a section on feedback. Lindgren discusses the value of examinations in providing feedback to students, noting some of the limitations of examination questions and the need for clear communication between instructor and student in regard to taking exams. (pp. 78-81)

Other chapters are entitled "College and You," "Learning: A Psychological Process," "Learning: A Problem-Solving Approach," "Learning: An Adventure in Communication (I)," "Getting the Most Out of Instruction," "Learning and Other Students," and "Failure and its Remedies." Contains references and index.

Millman, Jason and Walter Pauk. How to Take Tests. New York: McGraw-Hill Book Co., 1969, 176 pp.

This book contains principles, illustrative examples, practice problems, and appendixes relating to achievement tests and aptitude tests. The book also contains two tables of content: by chapters and by principles (e.g., examination readiness, taking any examination, answering special types of test items, taking tests measuring selected abilities, and taking special types of examinations). The four appendixes deal with key terms, prefixes, roots and combining forms, and suffixes.

Dueker, Joyce S. Writing Better Bluebooks. Palo Alto, California: Fearon Publishers, 1968, 34 pp.

Sub-titled Techniques for Taking Exams, this little book contains concisely-written information in seven chapters: "About Bluebooks," "Reading the Exam," "A Matter of Timing," "The Short Outline," "Writing the Exam," "Sample Questions and Answers," and "Answers to Students' Questions."

How to Pass Graduate Record Examination Aptitude Test. New York: Cowles Education Corporation, 1968, 442 pp.

The whole book is on test-taking as indicated by the main section titles: "Getting Ready for Graduate School," "Scoring Yourself," "Verbal Ability Tests," "Quantitative Ability Tests," and "Test-Yourself Application Form for Graduate Record Exam Aptitude Test."

Norman, Maxwell H. Successful Reading. New York: Holt, Rinehart and Winston, 1968, 204 pp.

Chapter on "Taking Tests Successfully" contains brief discussions on a mnemonic study aid, physiological and psychological conditioning, evaluating the course, essay and objective tests, followed by a one-page questionnaire designed to aid in analyzing a course in preparation for studying for an examination. (pp. 84-86)

Other chapters include "Get Your Oarwet!" "Speed--The Flexibility Factor," "Reading to Learn," "More on Learning," "Effective Semi-Reading: Skimming and Scanning," "Selecting Your Reading," and "A Successful Reading Program."

Sulkin, Sidney. Complete Planning for College. New York: Harper & Row Publisher, 1968, 324 pp.

Chapter on "What You Need to Know about College Admissions Tests" contains information on objective and essay tests, College Boards--the SAT, College Boards--The PSAT, College Boards--Achievement Tests, when to take tests, scores and how they are used by college admissions offices, the trouble with tests, CEEB (College Entrance Examination Board) and ACT (American College Testing Program), and how to prepare for college admissions tests. (pp. 36-65)

Other chapters include "What Tests Can Tell You," "How to Get the Best Counseling," "How to Prepare for College," "What the Superior Student Should Do," "What Happens to C Students?" "What Should a Girl Do about College?" "New Hope for Negro Students," "What to Expect in College," "What Comes after College," "College and the Military," and "Some Advice for Parents." Contains index.

Maddox, Harry. How to Study. Greenwich, Conn.: Fawcett Publications, 1963, 240 pp. (Revised edition, 1967, available from Cox & Wyman Ltd., London)

Chapter on "Examinations" attends to Preparing for Examinations, Review, Methods of Review, Avoiding Anxiety, Examination Technique--Essay-type Examinations, Making Use of Returned Papers, Objective-type Examinations, and Preparing for Objective Examinations. (pp. 108-26)

Other chapters are entitled "The Need to Learn Methods of Study," "Plans and Schedules," "Motives and Habits," "Learning and Remembering," "Reading," "Notes and Lectures," "Thinking," "Group Discussion and Group Work," "Writing English," "Simple Mathematics," "The Physical Environment," "Health and Study," and "Mental Health." Contains index.

Gilbert, Doris Wilcox. Study in Depth. Englewood Cliffs, N.J.: Prentice-Hall, 1966, 207 pp.

Chapter on "Building Examination Competence" contains sample tests of various kinds as well as suggestions for building examination competence and continuing improvement. (pp. 157-81)

Other chapters focus on introduction to study, improving reading ability, studying the text, extending word knowledge, taking lecture notes, using the library, the term paper, extending technical skills, and reading and working in the content areas.

Allen, Clifford. Passing Examinations. London: Macmillan & Co. (New York: St. Martin's Press), 1965, 146 pp.

Chapter on "Examination Techniques" includes sections with following subheadings: Study the Questions, Writing to Time, The Psychological Sandwich, Reproducing, The Unfinished Answer, Definitions, the 'Viva Voce,' Clinical Examinations, Advance Information, Drugs, Tonics, Theses, Luck, Cheating, and Failure.

Other chapters are entitled "Background Hindrances to Study," "The Psychology of Remembering and Forgetting," "Causes of Failure," and "The Technique of Study."

Krulik, Stephen, Irwin Kaufman, and Jerome Shostak. The Handbook of College Entrance Examinations. New York: Pocket Books, 1965, 598 pp.

The whole book contains various kinds of test items (and answers) relating to various facets of English and Mathematics. The third and final part, entitled "Exams: Getting into the Competitive Line-up," contains five practice tests on verbal areas and ten practice tests involving mathematics.

Rivlin, Harry N. (ed.) The First Years in College: Preparing Students for a Successful College Career. Boston: Houghton Mifflin Company, 1965, 605 pp.

Chapter on "Study and Reading Skills" by Alton L. Raygor contains a discussion on Preparing for Examinations, Taking Examinations, and Taking Objective Tests. Chapter entitled "What a Student Should Know about Standardized Tests" by Robert L. Ebel includes a discussion of characteristics of standardized tests and ways of preparing for and taking them. (pp. 537-601)

Other chapters contain discussions by prominent educators dealing with specific content areas: history, political science, economics, sociology, English, foreign languages, philosophy, science, mathematics, physics, chemistry, psychology, biology, and the earth sciences, etc., as well as other concerns of undergraduate students.

Voeks, Virginia. On Becoming an Educated Person, Philadelphia: W.B. Saunders Company, 1964, 206 pp.

Section on Formal Reviewing for Examinations suggests seven ways of using time profitably. Section on Taking Examinations with Skill and Freedom from Terror suggests eleven ways to take tests more skillfully. (pp. 80-95) STOP

BEGIN The two sections on examinations are contained in a chapter entitled "Behavior which Leads to becoming an Educated Person and Also to Making High Grades." Other chapters are entitled "The Nature of an Educated Person," "Developing Ability to Concentrate; Reducing Fatigue," and "Personality Characteristics which Handicap Us; Some Way to Change Them." An extensive bibliography follows each chapter. Contains index.

Pauk, Walter. How to Study in College. Boston: Houghton Mifflin Company, 1962, 132 pp.

Chapter on "Examinations" focuses on Studying for an Examination, Reflecting on What You Have Learned, Knowing Your Instructor, The Dangers of Cramming, The Night Before, On Your March--Get Set!, Essay Examinations, Common Student Errors, Standardized Tests, Monday-Morning Quarterbacking. (pp. 77-87)

Other chapters are entitled "Setting Your Sights," "Scheduling Your Time," "A Sense of Order," "In the Classroom: Listening and Taking Notes," "Reading Efficiently," "How to Read a Textbook," "Taking Notes on Textbook and Library Readings," "The Importance of Vocabulary," "Concentration," "Remembering What You Learn," "Writing Themes and Course Papers," "Speeches and Oral Reports," "Study Hints for Language Students," "Hints on Studying Mathematics," "Approaching the Natural Sciences," "Living Realistically." Contains index.

Huff, Darrell. Score: The Strategy of Taking Tests. New York: Ballantine Books, 1961, 123 pp.

The whole book is concerned with test-taking, as indicated by the chapter titles: "The Importance of Being Test Wise," "A Test Is a Contest," "The All-Important Warmup," "When and How to Review - Or Cram," "Objective Tests, Generally Speaking," "Tactics to Use on Multiple-Choice Tests," "True--False, Completion, and Matching Tests," "Danger! Mathematics Ahead," "Watch Out for Sticklers," "Sample Test for Practice and Warmup," "Guess or Skip? What are the Odds?" "How to Tackle an Essay Test," "Special Tips on Taking Civil Service Tests," "Special Tips on Taking College Entrance and Scholarship Tests," and "Personality Tests and How to Beat 'em."

Robinson, Francis P. Effective Study. (rev. ed.) New York: Harper and Row, 1961, 278 pp.

Chapter on "Effective Skill in Examinations" focuses on 1) preparing for examinations, 2) taking examinations, and 3) making use of returned examinations. (pp. 49-67)

Other chapters in Part One (Higher-Level Work Skills) are "Survey Q3R Method of Studying," "Other Applications of the SQ3R Method of Study," "Skills in Attack and Concentration," "Motivation to Study," "Classroom Skills," "Preparing Reports," and "Foreign-Language Study." Part Two (Educational Deficiencies Affecting Schoolwork) contains chapters entitled "Reading Ability," "Writing Skills," "Mathematics," and "Looking Ahead." Appendix includes quizzes on chapters. Contains bibliography and index.

Shefter, Harry. How to Get Higher Marks in School. New York: Washington Square Press, 1961, 264 pp.

Chapter on "Examinations" contains elaborations upon three suggestions: 1) develop a cumulative review through a series of self-tests, 2) follow a definite plan in studying for tests, and 3) follow a definite plan during an examination. (pp. 221-52)

Other chapters are entitled "Why Get Higher Marks?" "Take Stock of Yourself!" "How Do Teachers Mark?" "The Intangibles," "Homework," "Extra Credit Work," and "Portrait of a Successful Student."

Smith, Donald E.P. Learning to Learn. New York: Harcourt, Brace and World, 1961, 143 pp.

Contains an essay, with follow-up exercise and application, on "The Techniques of Test-Taking," which contains suggestions for avoiding panic, for preparation, and for handling essay and objective or short answer exams. (pp. 42-45)

The essay is in a section entitled How To Learn. Other sections are entitled Diagnosis, How to Read, Mastering the Content, and Timed Readings.

Coleman, James C. and Frieda Bornston Libaw. Successful Study. Chicago: Scott, Foresman and Company, 1960, 60 pp.

Chapter on "Using What You've Learned" is divided into two parts: Taking Exams and Writing Research Papers. Suggestions are given for reviewing, exam "nerves," writing essay and objective tests. (pp. 18-22)

Other chapters focus on learning and using the library. Closes with a chapter containing six relevant readings.

Farquhar, William W., John D. Krumboltz and C. Gilbert Wrenn. Learning to Study. New York: The Ronald Press, 1960, 243 pp.

Chapter on "Hitting Examinations Hard" contains sections on purposes of exams, preparation, essay exams, objective exams, and follow-up. Each section contains specific suggestions. Chapter ends with a list of references. (pp. 117-60)

Other chapters are entitled "A Look Inward," "Making Reading Suit Your Purpose," "Learning to Remember," "Recording Important Ideas-Notemaking," "Making Words Work for You," "Writing Reports from Independent Study," "And Where to Go from Here." References follow each chapter. Contains index.

Pettit, Lincoln. How to Study and Take Exams. New York: John F. Rider Publisher Ins., a division of Hayden Publishing Co., 1960, 81 pp.

Chapter on "Examinations" contains the following sections: A Station Stop, Not a Destination, Just Before Taking Exams, Your Mental Radar, Making Use of Your Radar, The Conditional Reflex, Memory Training, Serendipity, Essay Exams, Objective Exams, Federal Civil Service Examinations, Getting Information about Other Exams, Interviews and Oral Examinations, and After the Examination. (pp. 44-63)

Other chapters are entitled "The Big Picture," "Mechanics and Techniques of Studying," and "The Thinking Process."

Froe, Otis D. and Maurice A. Lee. How to Become a Successful Student. Greenwich, Conn.: Fawcett World Library, 1959, 144 pp.

Chapter on "Developing Examination Skills" contains information, relating to purposes of examinations, types of examinations, preparing for examinations, taking examinations, and answering examination items. (pp. 100-26)

Other chapters include "Building Attitudes and Habits for Study and Learning," "Arranging the Study Environment," "Planning a Schedule," "Taking Notes," "Building Reading Skills," "Building Listening Skills," and "Maintaining Mental and Physical Health."

Smith, Samuel et al. Best Methods of Study. New York: Barnes & Noble, 1958, 132 pp.

Chapter on "Reviewing" contains brief suggestions for self-testing. Chapter on "Writing" contains eight Hints for Examinations.

Other chapters include "Reading," "Underlining," "Note-Taking," "Outlining," "Reviewing," "The Library and Reference Works," and chapters relating to specific subject areas. Contains bibliography and index.

Dudycha, George J. Learn More with Less Effort. New York: Harper & Brothers, 1957, 240 pp.

Chapter on "Prescription for Examination Jitters" focuses on attitudes, preparing for and writing exams. (pp. 206-18)

Other chapters focus on learning and motivation. Contains index.

Morgan, Clifford T. and James Deese. How to Study. New York: McGraw-Hill Book Co., 1957, 130 pp.

Chapter on "Taking Examinations" contains suggestions on Preparing for Examinations, Taking Objective Examinations, and Taking Essay Examinations. Sample true-false items, and two sample answers to an essay question, are included. (pp. 67-81)

Other chapters include "Successful Studying," "Getting Work Done," "The Strategy of Study," "Reading Better and Faster," "Taking Notes," "Writing Themes and Reports," "Studying Foreign Languages," "Mathematical Problems," "Getting Help and Being Helpful." Contains index.

Armstrong, William H. Study is Hard Work. New York: Harper & Brothers Publishers, 1956, 167 pp.

Chapter on "Reviewing for Tests and Examinations" contains ten suggestions. Chapter on "Taking Tests and Examinations" contains seven suggestions for objective exams and ten for essay exams. Each chapter ends with a quiz on the content of the chapter. (pp. 145-64)

Other chapters include "The Desire to Learn," "Using the Tools," "Putting Ideas in Order," "Developing a Vocabulary," "Getting More from What You Read," etc. Contains index.

Preston, Ralph C. and Morton Botel. How to Study. Chicago: Science Research Associates, 1956, 128 pp.

Chapter on "Getting Ready for and Taking Examinations" is divided into two parts: Studying for Examinations and Taking Examinations. (pp. 77-98)

Other chapters are entitled "Planning Your Time for Study," "The Physical Setting for Your Study," "The Mastery Technique," "Helps to Study," "Better Listening and Note-Taking" and "Building Your Vocabulary."

Shaw, Phillip B. Effective Reading and Learning. New York: Thomas Y. Crowell Company, 1956, 447 pp.

Chapter on "How to Prepare for and Take Tests" contains discussions on How to Take a Test. (pp. 327-54)

The book is divided into two parts, Effective Reading and Effective Learning. In the first part, chapter titles include "How to Read as Fast as You Think," "How to Become a Versatile Reader," "How to Read College Textbooks; in the second part, chapter titles include "How to Improve Your Concentration," "How to Develop the Dictionary Habit," and "How to Take Good Notes." Contains index.

Weigand, George and Walter S. Blake Jr. College Orientation. Englewood Cliffs, N.J.: Prentice-Hall, 1955, 149 pp.

Chapter on "Examination Skills" contains suggestions on how to prepare for and take various kinds of exams. (pp. 57-65)

Other chapters are entitled "Personal Orientation," "Orientation to College Environment," "Planning Study and Recreation," "Notetaking and Notekeeping," "Foreign Language Textbook Study Methods," "Using the College Library," "Writing Skills," "Speaking Skills," "Reading Skills," "Counseling and You," etc. Contains index.

Meenes, Max. Studying and Learning. New York: Random House, 1954, 68 pp.

Chapters, or sub-sections, entitled "Examination Anxiety" (pp. 18-19) and "Preparing for Examinations" (pp. 31-33) contain relevant information.

Other relevant information will be found throughout the book, which is divided into six sections: Introduction, Study Motivation, Implementing Your Study Purpose, Learning Processes and Methods of Study, Retaining Your Learning, and The Value of Learning.

Orchard, Norris Ely. Study Successfully. New York: Whittlesey House, McGraw-Hill Book Co., 1953, 80 pp.

Chapter on "Examinations" briefly discusses the intent of most exams and what to do before and while taking them. (pp. 62-68)

Other chapters are entitled "Your Point of View," "Where Do I Get the Time?" "Your Lessons for Tomorrow," etc. Contains index.

Di Michael, Salvatore G. Improving Personality and Study Skills in College. Milwaukee: The Bruce Publishing Co., 1951, 304 pp.

Chapter on "Succeeding in Examinations" focuses on preparing for examinations and taking examinations. (pp. 247-58)

Other chapters in the third part of the book (e.g. Improving Study Skills in College) are entitled "Improving the Power of Concentration," "Reading Faster and with More Meaning," "Improving the Ability to Remember," "Efficiency in Note Taking and Outlining," "Using the Library's Treasures," and "Developing the Habit of Critical Thinking." The two other major parts of the book are College Opportunities and Life Goals and Improving Personality in College. References follow each chapter. Contains index.

Crawley, S.W. Studying Efficiently. New York: Prentice-Hall, 1941, 95 pp.

Chapter on "Examinations and Grades" contains sample essay and objective test items. Summary contains ten suggestions on preparing for and taking exams. (pp. 72-83)

Other chapters are entitled "Orientation to College Work," "Planning a Work Schedule," "Reading Effectively," "Note-taking and the Use of Notes," "Attention and Concentration," "Learning and Memorizing," and "Motivated Effort and Educational Values." Bibliography containing other sources is included.

Frederick, Robert W. and William H. Burton. How to Study Handbook. New York: Appleton-Century-Crofts, 1938, 442 pp.

Contains three relevant chapters: "How to Prepare for Tests and Examinations," "How to Take Tests and Examinations," and "How to Take New-Type Tests." (pp. 291-348)

Other chapters deal with reading by skimming and the block method, using table of contents and index, reading graphs, tables, cartoons, maps, newspapers, memorizing, organizing, outlining, making notes, etc. Contains index.

Cole, Luella and Jessie Mary Ferguson. Students' Guide to Efficient Study. New York: Farrar & Rinehart, 1935, 38 pp.

Chapter on "Reviews and Examinations" contains four suggestions to aid in efficient preparation for examinations. (pp. 19-20)

Other chapters are entitled "Planning Your Work," "Learning to Concentrate," "Reading and Studying," "Note Taking," "Memorizing," "Developing Correct General Habits," "Previous Preparation," and "Fitting the Manual to Your Own Needs."

February 24, 1970
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